

Appendix J Citizen Participation Plan



Consolidated Housing and Community Development Plan 2010 – 2012

I. Citizen Involvement Guide

1. The consortium invites its citizens to participate in all of the planning processes for the allocation of federal, state and local funds for housing and community development programs, including the planning process for the HOME and Community Development Block Grant Consortia Interlocal Cooperation Agreements.
2. The consortium publishes a Citizen Involvement Guide that is available on our web site at <http://your.kingcounty.gov/dchs/CSD/Housing/CitizenGuide.pdf>
3. The guide can also be obtained in the mail by contacting staff listed at the end of this section of the plan.
4. The guide contains the following information:
 - An overview of the sources, use and administration of consortium funds
 - How funds are shared within the consortium
 - How the programs are administered
 - An annual calendar of activities that includes fund application cycles
 - Program contact names and phone numbers.

II. Consolidated Housing and Community Development Plan: Public and Stakeholder Input

1. Every five years¹ the consortium produces a new consolidated plan that guides our use of federal and some state and local funds for affordable housing and community/economic development.
2. The consortium provides many opportunities for public and stakeholder input during the development process and uses the input in the production of the plan.
3. Public input forums are held at many locations in the county, especially in locations that facilitate input from low to moderate-income members of the community. The locations of the public input forums are announced in local newspapers, on our website and through flyers sent to community-based agencies.
4. Stakeholders are invited to participate in focus groups and/or surveys or other comparable forums to provide input to the development of the consolidated plan.
5. For the 2010 - 2012 update, three public meetings were held in June 2009 to receive input from stakeholders and citizens on the updated needs assessment and on proposed changes to the strategic plan.

¹ In 2009, an update of the 2005 - 2009 consolidated plan was completed, to cover the three-year period from 2010 - 2012. A new five year plan will be completed in 2012, for the 2013 to 2017 period, once the 2010 U.S. Census data is available.

III. Public Review

1. The public is invited to comment on the Consolidated Plan for a period of 30 days prior to its adoption by the King County Council. A notice of availability of the proposed new proposed Consolidated Plan is published in the legal section of the Seattle Times and other selected local newspapers and on the King County Housing and Community Development Program (HCD) website and through community-based agencies. Free copies of the Draft Consolidated Plan are available during the period of public review by mail, at the King County Housing and Community Development office and via the King County web site, which can be accessed at any public library.
2. The public is also invited to comment at the King County Council hearings where the Consolidated Plan is discussed and adopted. All comments that are submitted in writing or provided orally during the public comment period or at public hearings or meetings shall be considered in preparing the final plan. A summary of comments received and how they were handled, as well as the reasoning behind the rejection of any comments that are not accepted for inclusion in the Consolidated Plan will be included in the Public Comment Section.

IV. Changes to the Plan

- Minor Changes

Minor changes are edits and/or corrections that do not alter the purpose of intended beneficiaries of any of the strategies adopted in the Strategic Plan section. These changes do not require King County Council action, public notice or a public comment period, but do require review by the Consortium's Joint Recommendations Committee.

- Substantial Changes

Substantial changes are those which:

1. Alter the purpose or intended beneficiaries of a strategy identified in the strategic plan section
2. Add or delete a strategy in the strategic plan
3. Alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan.

Substantial changes will require public notice and an opportunity for the public to comment for 30 days prior to the King County Council action to adopt the change(s) to the *Consolidated Plan*. Public notice will be placed in the major local papers, on the King County web site and through e-mail to local community agencies.

V. Availability of the Plan

The adopted *Consolidated Plan* will be available on the Housing and Community Development web site:

http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Plans and in a hard copy booklet available by mail from the Housing and Community Development Program office (see contact information at the end of this section) and at each library in the King County Public Library system.

5. Distribution of the federal CDBG, HOME and ESG funds from HUD on behalf of the King County Consortia

- King County is the official grantee which receives and administers funds on behalf of the King County Consortia
- King County prepares the *Consolidated Housing and Community Development Plan* for both the King County CDBG Consortium and the HOME Consortium. Most jurisdictions belong to both--but not all jurisdictions do. There are differences between these two consortia.
- The CDBG Consortium, organized in 1975 as a HUD-designated “urban county” to receive Community Development Block Grant (CDBG) funds, comprises 31 cities and towns and the unincorporated areas of the County. In addition to the City of Seattle, the cities of Bellevue, Kent and Auburn do not participate in the CDBG Consortium because they receive their own CDBG funds directly from HUD. The cities of Milton and Normandy Park have opted out of both the King County HOME and CDBG Consortia (the City of Milton participates with Pierce County). The cities of Medina and Newcastle currently do not participate in the Consortia but plan to participate in the future.
- In King County three additional cities are eligible for their own CDBG funds from HUD but have entered into a three year CDBG Joint Interlocal Agreement with King County HCD to receive and administer those funds, with the allocation of the majority of each cities share of funds at the discretion of the Joint Agreement Cities. These Joint Agreement Cities are Shoreline, Renton, and Federal Way.
- King County has negotiated a three year Regular CDBG Consortium Interlocal Cooperation Agreement with the remaining 28 cities. The CDBG Regular Consortium Agreements and CDBG Joint Agreements will expire at the end of 2011 and will need to be renegotiated for the 2012 to 2014 period.
- The Regular CDBG Interlocal Cooperation Agreement specifies consortium-wide activities, and divides the remainder of the CDBG funds between the North/East sub-region and the South sub-region. These funds are allocated competitively to projects serving the residents of these sub-regions, based on the Consortium-wide objectives in the Consolidated Plan.

6. The HOME and ESG Consortium

- The City of Seattle receives and administers its own CDBG and HOME funds and does not participate in either of the King County Consortia. The cities of Bellevue, Auburn and Kent, which receive their own CDBG funds, participate only in the HOME Consortium (HOME-only cities), as well as other locally funded consortium programs.
- All but four of the remaining King County jurisdictions participate in the HOME Consortium, which was organized in 1992 for the purpose of sharing HOME funds and other federal housing funds, such as Emergency Shelter Grant Funds.² Thus, the HOME Consortium is larger than the CDBG Consortium, comprising 33 cities and the unincorporated areas of the County.
- HOME and ESG funds are allocated as single Consortium-wide pots of funds. HOME funds are administered by the King County Housing and Community Development Program (HCD) as a single Consortium-wide pot of funds, with a Housing Finance Program Request for Proposals (“RFP”) process at least annually.
- Emergency Shelter Grant funds are also administered by King County HCD as one Consortium-wide pot of funds. HCD announces the availability of these funds through a periodic “Homeless Assistance Fund” RFP process for multiple year awards.

8. Availability of annual funds to meet the objectives of the Consolidated Plan

- CDBG capital funds available through the Consortium are announced every spring with pre-applications due in early spring and full applications generally due in May or June. Notifications of CDBG funds available are made via newspaper, notices to stakeholders, the HCD website and other forms of media announcements.
- Joint Agreement cities conduct separate application processes for the capital and human services funds they administer, with those processes generally starting in the spring.
- Funds for affordable housing objectives of the plan. HCD administers HOME funds for the entire HOME Consortium, with allocation decisions made in collaboration with the cities in the HOME Consortium. Funds available for affordable housing projects throughout King County through HCD are announced every summer, with applications generally due in August or September.
- ESG and CDBG funds for homeless housing operations and services and emergency needs through HCD are announced and available approximately every two years, generally in the spring, and are awarded in multi-year awards.

² The cities of Normandy Park and Milton have chosen not to participate in the King County Consortia. Milton participates as a part of Pierce County. Medina and Newcastle wish to participate in the King County Consortia, but did not submit an agreement in time to participate in 2009; consequently HUD entitlement funds are not currently available to address the needs of the residents of Normandy Park, Medina, and Newcastle.

9. Technical Assistance to Applicants for CDBG Capital Funds

Every spring HCD organizes application workshops in collaboration with consortium city partners at various locations in each sub-region of the county to provide technical assistance to potential applicants for funds. The workshops provide information about federal requirements, local priorities and application instructions. Technical assistance may be provided to individual applicants upon request.

10. Proposed Use of Funds Each Year: The Annual Action Plan

Every year after the Consortium has announced the availability of funds and made technical assistance available, it determines the specific projects it will fund in the coming year, consistent with the goals, objectives and strategies outlined in the *Consolidated Housing and Community Development Plan*. This plan for how the coming year's funds will be utilized is called the "Annual Action Plan." The Annual Action Plan is submitted to HUD by November 15th of every year.

11. An inter-jurisdictional *Joint Recommendations Committee* (JRC) provides recommendations on specific funding decisions, as well as guidelines and procedures.

- The Joint Recommendations Committee (JRC) recommends the allocation of federal funds and some local funds to specific projects and advises on specific guidelines and procedures for King County and the consortium partners.
- The JRC consists of eight cities representatives³ (elected officials or high-level staff) and three County representatives (Executive staff and/or department directors).
- Funds for housing development projects are set aside, and projects are selected later in the year for JRC approval and added to the Annual Action Plan by amendment.

12. The Metropolitan King County Council Adopts an Overall Budget for Federal Housing and Community Development Funds Every Year

The Metropolitan King County Council appropriates an overall budget for the Consortium's CDBG, HOME and ESG funds to broad categories in November as part of its annual budget process.

13. Public Comment on Changes to the Annual Action Plan

- After the Annual Action Plan is submitted to HUD in mid-November each year, the county and Joint Agreement cities are responsible for providing citizens with reasonable notice in their local newspaper and an opportunity to comment whenever certain

³ Four (4) city representatives from the Regular CDBG Consortium, two (2) city representatives from the Joint Agreement cities and two (2) city representatives from the HOME-only cities.

amendments to the plan, as specified below, are being proposed for CDBG, HOME or ESG funds.

- Minor Changes
 - A change in the amount of any single source of federal funds awarded to a project by 50% or less; or
 - A change in the eligible activity or location, or a change in the estimated number of intended beneficiaries of more than 50%, but not the purpose, scope or intended beneficiaries of a project.
 - Minor changes do not require public notice or Council action. The sub-recipient⁴ requesting the minor change(s) will inform the County in writing before they are implemented.
- Amendments
 - A change in the amount of any single source of federal funds awarded to a project by more than 50 percent, plus or minus (unless the minus is merely the result of an under-run)
 - A change in the purpose, scope or intended beneficiaries of a project
 - A cancellation of a project or addition of a new project funded with federal funds, including new housing projects selected by the JRC after the Annual Action Plan is submitted to HUD.
 - All amendments to adopted projects must be approved by the JRC or Joint Agreement city, whichever body initially awarded the funds, and submitted for public comment for 14 days before they are submitted to HUD. Amendments that have been approved by the JRC or the city will be published in local newspapers at least 14 days before they are implemented and the public will be invited to comment during the 14 day period. All public comments will be considered before implementation, and before the amendment is submitted to HUD.
 - Amendments to the Joint Agreement cities' CDBG projects, can be adopted by the cities' councils through a consent agenda or regular Council meeting. Amendments to housing development projects can be adopted by the JRC at a regular meeting. The County will submit the changes to HUD as necessary per this plan.

⁴ A sub-recipient is the entity awarded funds for a project.

- Substantial Change
 - A substantial change involves a modification in the amount of CDBG or HOME awarded to a project by more than 35 percent of the annual entitlement (approximately \$2.3 million or more for a CDBG project and approximately \$1.5 million or more for a HOME project).
 - All substantial changes must be approved by the JRC or Joint Agreement city, whichever body initially awarded the funds, and must be submitted for public comment for a period of 30 days before the county submits the change to HUD.
 - Substantial changes that are approved by the JRC or a Joint Agreement city will be published in the regional and/or local newspaper at least 30 days before they are implemented and the public will be invited to comment during the 30-day period. All public comments will be considered before implementation, and before the substantial change is submitted to HUD.
 - All comments that are submitted, either orally or in writing, shall be considered in any substantial changes to the Annual Action Plan. A summary of public comments made and how they influenced the plan, as well as the reasoning for comments that were rejected and did not influence the plan, will be attached to the substantial amendment. The County will submit the changes to HUD as necessary.

14. Annual Program Performance: the Consolidated Annual Performance and Evaluation Report

- Every year in mid-March, a notice of availability of the Consortium's "Consolidated Annual Performance and Evaluation Report" (CAPER)⁵ is published in the legal section of the Seattle Times newspaper. Copies of the CAPER are available on the HCD web site:
http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Reports/CAPER.aspx and at the HCD office (see HCD office information at the end of the plan).
- The public is invited to a meeting to review and comment on the CAPER report at least 15 days before it is submitted to HUD.

⁵ The CAPER evaluates program performance, pursuant to the goals and objectives articulated in the Consolidated Plan, for the prior year's activities.

15. King County Housing & Community Development Office Staff Contacts

- HCD office line 206-263-9032
- For information about the Consolidated Plan:
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